

**Minutes of The Trimley St Martin Parish Council
Combined Annual and Monthly Meeting
6 May 2014 at 7.30pm
The Methodist Church Hall, Trimley St Martin**

Public Session

- Police Report – PCSO Glynn Bown – Had sent his apologies together with a report for the month of April, which had been circulated by the Clerk and was read at the meeting.
- County and District Councillor Reports (items raised for decision at this time will be placed on the agenda for the next meeting).
District Councillor Graham Harding – attended the meeting and gave his report
District Councillor Susan Harvey – had sent her apologies together with a report for the month of April, which had been circulated by the Clerk and was read at the meeting.
County Councillor John Goodwin – had sent his apologies together with a report for the month of April, which had been circulated by the Clerk and was read at the meeting.
- Public Question Time – Rosemary Gitsham advised members of a lecture at The Felixstowe Family History Society on the 14th May at 7.30, Broadway House, Orwell Road, Felixstowe: The Plague in Suffolk – Pip Wright. All members of the public welcome.
- Members Questions – BP and DP asked GH about the length of lease given to the Trimley Railway Station project and what would happen if this were not renewed at the end of its time. GH suggested he arrange for a representative to come to a future meeting to answer questions. JB asked whether Bryan Frost might attend as the representative and he might also at the same time, be able to answer questions members have about the railway. GH to liaise with the Clerk, who will try to arrange for a 7pm start to the meeting chosen.

**Parish Council Meeting
MINUTES**

Apologies: Parish Councillors – none, District Councillors – Susan Harvey and Richard Kerry, County Councillor - John Goodwin

In attendance: Chairman John Barker, Vice-Chairman John Sills, Parish Councillors Heather Rodwell, Ann Owen, Joe Smith, Carol Garrett, Dave Pither, Justine Good, Bob Parker, Berridge Eve and Ian Cowan

Minutes: Kit Coutts (Clerk)

61/14 Election of Chairman and Vice Chairman (this was carried out at the start of the meeting in the public session)

Chairman – Councillor John Barker was nominated by Councillor Berridge Eve and seconded by Councillor Carol Garrett-there being no other nominations he was re-elected unopposed.

Vice Chairman – Councillor John Sills was nominated by Councillor Dave Pither and seconded by Councillor Joe Smith-there being no other nominations he was re-elected unopposed.

62/14 Election of Officers to the following committees -

2014-2015

General Purpose – All elected councillors

Planning – Carol Garrett, Dave Pither, John Sills, Ian Cowan, Bob Parker

Memorial Hall Management – John Sills and Ian Cowan

Poors Charity Trustees - Joe Smith, John Sills, Berridge Eve

East Suffolk Travellers Assoc. – None (represented by Bryan Frost; Trimley St Mary PC)

Port of Felixstowe Liaison – Chair, Vice Chair and Clerk

River Orwell Parishes – Keith Slaughter (**ACTION:** the Clerk to ask him whether he wished to remain on this committee) and Ian Cowan

Joint Committee with TSMary PC – Chair, Vice-Chair, Dave Pither and Clerk

Police SNT Quarterly Meetings – All elected councillors

Footpaths, River Orwell, Tree and Hedgerows Group – Carol Garrett, Justine Good, Ann Owen, Bob Parker and Berridge Eve
 Freight Quality Partnership – John Barker and Bob Parker
 Felixstowe and Trimley Futures Group – John Barker
 Hall Reinstatement Committee – Dissolved – see item 6. Members Reports

63/14 Declarations of Interest

- Bob Parker – Personal (reservoir) Minute No 54/14, planning application DC/13/3120/AGO
- Berridge Eve – Personal (Trimley Estate/Bidwells)
- John Barker – Personal (11 Mill Close Planning Application)
- Ian Cowan – Personal (Planning)

64/14 Minutes of the Monthly Parish Council Meeting held on 1 April 2014 – unanimously approved and signed

65/14 Clerk’s report on progress and other matters arising since the last meeting:

- Grant Funding Applications for Hall refurbishment

The Clerk reported the following outcomes from ongoing grant applications on behalf of The Parish Council and The Memorial Hall Charity:

Who	Amount	Use	Comments	Which Account
Suffolk Foundation	£1,833.00	Tables and Chairs		Memorial Hall
Scarfe Foundation	£500	Contents		Memorial Hall
Britten Pears	£1,000	Stage Curtains	Will send cheque when we are ready to buy the curtains	Memorial Hall
Locality Budget	£800.00	Cavity Wall Insulation		PC
John Gilpin Trust	£1,500.00	Stage Curtains	Via Margary and Miller, Southwold	Memorial Hall
Alfred Williams Trust	£500.00	Contents		PC
SCDC	£3,000.00	Contents	Capital and Revenue Aid Grant-will be paid on production of invoices	Memorial Hall
Trinity College	£2,500.00	Refurbishment		PC
Annie Tranmer Trust	£200.00	Tables and Chairs		PC
Line Dancers	£250.00	Contents		Memorial Hall
Sport Relief Community Cash	£1,000.00	Lockable Bin Store		Memorial Hall
Community Enabling (GH)	£4,000.00	Refurbishment		PC
Quilters	£300.00			Memorial Hall
Personal Cheque Judy Walker	£50.00			Memorial Hall
	£17,433.00	TOTAL		
Pledged				
RK	£6,000.00		Awaited	PC
	£6,000.00	TOTAL		

Also to be included £100 – Trimley Methodist Church cheque which had been sent direct to Heather Rodwell, Secretary Trimley Memorial Hall Charity.

- Standing Orders – annual review (updated) 2014: reviewed and all in favour of accepting.

- Code of Conduct (Suffolk Standards) – annual review (no change) 2014: reviewed and all in favour of accepting.
- Police Staffing Levels – Trimleys; discussed in the public session when the Clerk had advised of the communication she had had from Sgt Peter Street. A meeting had been arranged with Inspector Matt Dee for Friday 9th May to discuss recent crimes in Trimley. To be attended by JSills and the Clerk.
- Ray Howlett Awards – Meeting arranged with the new Head Teacher, Trimly St Martin School 4 June to discuss. To be attended by JB/JS and the Clerk.
- Dog Bin – St Martins Green; the Clerk had contacted Daniel Wareing at SCDC and was awaiting a response.

66/14 Matters Brought forward from last meeting – none

67/14 Members Reports

- a) Memorial Hall Update and to discuss future of Reinstatement Committee – JSills updated members on the problems of the last four weeks as it had been discovered after the last meeting on the 1st April, that the whole of the rear gable-end wall was unstable. The loss adjuster disputed that the instability of the wall was a fire damage issue and would not pay for an engineer's survey, or rebuilding of the wall. Following a technical survey which showed the wall was indisputably damaged and made unstable by the fire, a further survey found that the old wall had been built without foundations, which would it would be necessary to put in place. As a result of the wall being fire damaged and the foundations needed under building regulations, the loss adjuster finally agreed that the insurer would pay – the cost being over £12,000. The delay caused by the investigations and subsequent negotiations with the loss adjuster had meant a slippage of one month had occurred and a hand over date had therefore moved forward to 4th August. JSills also advised that there was also a fairly substantial crack on the side wall facing the Mushroom Farm that may extend when the roof trusses go on. We will not know until it is tested with the weight of the trusses. This may cause a further delay if problems occur.

JB wished members to know that Mark Jagggers (A.C. Harding) raised the issue of the wall on 1 April and in spite of a constant battle by Concertus with the loss adjuster, it took a whole month for him to agree this to be covered by insurance.

JSills advised that Luke Rudd, Concertus and Mark Jagggers, A.C Harding, had done a great job on our behalf, particularly over the last month.

IC asked about the seeming dissatisfaction with the loss adjusters, particularly with the one working on our behalf. JSills said he felt complaints must be put aside until the Hall was nearing completion, to avoid further delays. After this time, if wished, action could be taken by way of raising a complaint through the insurers.

There was a lengthy discussion between members regarding the Hall rebuilding work, time-span and delays.

There was a discussion regarding the meeting with the Halls Advisor and policies which need to be put in place.

Funding was discussed and an update of costs and funding would be circulated by the Clerk to members. HR and the Clerk working together on fund raising application.

JSills advised that a letter had been drafted to send out to freight and shipping companies locally and sought approval of members to send this out. **ACTION:** Approved by all members present. **ACTION:** Clerk to send letters.

The Reinstatement Committee that consisted of JB, JSills, JSmith, IC and the Clerk was discussed. JB explained that this had been set up to see the process through to work starting and now the project had started the need for a committee had been superseded (Members reports 4 March, 35/14 - a). JB asked if members were therefore happy to dissolve the Reinstatement Committee and at a show of hands all but one member were in agreement to dissolve the Reinstatement Committee. IC had reservations regarding the dissemination of information to members. **ACTION:** Copies of the Site Meeting Reports to be continue to be circulated with the meeting papers in 'supporting documents'. JB advised that the next meeting was on Tuesday 3rd June, the same date as the next PC meeting. If the minutes from the site meeting were available that day, they would be included. If not, they would be circulated by e-mail as soon as they have been received by the Clerk.

68/14 Correspondence

- Notice of Public Local Enquiry – Footpath order 2013. Trimley Sports and Social Club 11 June 10am

69/14 Information Circulars – the following items have been circulated by e-mail, or will be available for inspection at the meeting:

- Came and Co Parish Matters
- SALC – The Local Councillor
- CPRE – Countryside Voice
- Visit Felixstowe Newsletter
- Clerks and Councils Direct
- Suffolk View

70/14 Finance

a) Review of Parish Council Documents as listed:

- Financial Management Risk Assessment – revision 2014: reviewed and all members in favour of accepting.
- Financial Regulations – revision 2014: reviewed and all members in favour of accepting.
- Asset Register 2014 – revision 2014: reviewed and all in favour of accepting.

b) Felixstowe Cemetery Increase in Burial Fees: e-mail from Felixstowe Town Clerk – To Discuss

As you are aware, for many years Trimley St Martin Parish Council has paid an annual sum of £750 to this Council thus enabling any of your residents to qualify as Felixstowe residents for the purposes of burial and other charges in Felixstowe Cemetery. We have had cause to review this arrangement and as a result intend to seek an increase, from 1st April 2015 (to allow you time to consider the matter), to £2,500 per annum. This reflects the number of Trimley St Martin residents interred over the past three years and the resultant net loss of income to this Council.

*Gordon Mussett
Acting Town Clerk*

JB gave members a background regarding burial fees and supporting documentation had been circulated. He asked whether members of the PC wished to carry on with the annual contribution towards burial fees if it was to be raised from £750 to £2,500 from next year. Parish Councillor JSmith proposed that the PC withdraw from paying the annual contribution, this was seconded by Parish Councillor IC. There was a show of hands, with all in favour of this action. **ACTION:** The Clerk to write to Felixstowe Town Council officially withdrawing from contributions with effect from 2015.

c) World Scout Jamboree – request for a donation received.

Members discussed – Parish Councillor CG proposed not to support, this was seconded by Parish Councillor BP. There was a show of hands with all in favour of this decision. **ACTION:** Clerk to write advising of the decision.

d) Cheques presented for signing and account status as follows:

Current Account

Running Total

04/04/2014	INC	Ipswich County Court - Boxing Club Debt	£60.00	£110,930.63
07/04/2014	INC	Dividend Payment	£0.45	£110,931.08
11/04/2014	INC	Ipswich County Court - Boxing Club Debt	£25.00	£110,956.08
17/04/2014	100156	A C Harding 1st stage payment paid from insurance advance for this purpose after approval of loss adjuster as payment due between meetings	£36,286.20	£74,669.88
22/04/2014	INC	Ipswich County Court - Boxing Club Debt	£25.00	£74,694.88
25/04/2014	INC	Ipswich County Court - Boxing Club Debt	£45.00	£74,739.88
30/04/2014	INC	SCDC 1st half precept and grant	£10,075.27	£84,815.15
06/05/2014	100157	HMRC Month 1 PAYE and NI	£118.83	£74,621.05
06/05/2014	100158	K Coutts April pay	£835.42	£73,785.63
06/05/2014	100159	SALC Annual Membership	£539.00	£73,246.63
06/05/2014	100160	Community Action Suffolk Membership	£30.00	£73,216.63
06/05/2014	100161	VOID		£73,216.63
06/05/2014	100162	B Dunningham - April Bus Shelters	£54.00	£73,162.63
06/05/2014	100163	K Coutts April Expenses	£59.87	£73,135.13
06/05/2014	100164	MLM Building Control Ltd - professional services; from insurance advance	£720.00	£72,415.13
06/05/2014	100165	A C Harding 2nd stage payment paid from insurance advance for this purpose after approval of loss adjuster.	£19,547.58	£52,867.55
06/05/2014	100166	Trimley Methodist Hall (booking)	£27.50	£52,840.05

Deposit Account

Running Total

DEPOSIT ACCOUNT				
Date	Method	Description	Amount	Running Total
01/04/2013		Deposit AC Carried forward from 2013/14	£11,011.39	
23/04/2014	INC	Bank Interest	£0.52	£11,011.91

71/14 Planning

New Applications

Reference	DC/14/1263/FUL
Application Received	22 April 2014
Address	57 Grimston Lane, Trimley St Martin IP11 0SA
Proposal	Rear sun room extension
PC Planning Committee	Circulated to planning committee

Reference	DC/14/0777/FUL
Application Received	Fri 07 Mar 2014
Address	27 Cavendish Road Trimley St Martin Suffolk IP11 0RR
Proposal	Two storey side extension following removal of existing single storey side annexe
PC Planning Committee	No Objections

Reference	DC/14/0969/FUL
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Application Received	Mon 24 Mar 2014
Address	149 Kirton Road Trimley St Martin Suffolk IP11 0QL
Proposal	Removal of existing garage and replacement with new garage and home office over.
Status	Granted

Reference	DC/14/0948/FUL
Application Received	Thu 20 Mar 2014
Address	11 Mill Close Trimley St Martin Suffolk IP11 0RW
Proposal	Proposed single-storey front extension and formation of residential annexe.
Status	Granted

Previous Applications:

Reference	DC/14/0058/HDG
Address	Capel Hall Capel Hall Lane Trimley St Martin Suffolk IP11 0RB
Proposal	Hedges either side of the access drive to Capel Hall have been overtaken by [now mature] ivy leading to gaps and loss of structure. Historically these hedges have been heavily trimmed on an annual basis and the associated lime trees [less than 40 years old] have been pollarded annually. The hedges do not make a positive contribution to the landscape and are considered to be of low wildlife value. Capel Hall been purchased by Matthew Rampton in the past year. Fiona Wells is advising on conservation on the farm. A management plan for the existing woodland is in preparation. 7.5ha of new woodland is currently being planted under a Forestry Commission Woodland Creation Scheme. As part of the landscaping proposals for the farm, the drive side hedges will be removed and alternate lime thinned [felling licence applied for] to give those retained more space to develop better crowns. This will create a more formal avenue approach to the Hall. Undergrounding of overhead wires is being explored with the utility company.
Status	No objection by PC - Pending Consideration by SCDC

Reference	DC/13/3120/AGO
Address	Land West Of Hams Farmhouse Back Road Trimley St Martin Suffolk
Proposal	Reservoir to be used for storing water abstracted during winter months and used for spray irrigation during summer.
Status	Work Started

Reference	DC/13/3300/CLE
Address	Old Poultry Farm High Road Trimley St Martin Suffolk IP11 0RG
Proposal	Application for a lawful development certificate for an existing use; occupation of bungalow and its associated curtilage in breach of agricultural occupancy restriction (Condition 2 appeal decision APP/2034A/A/86191 dated 10/03/1965).
Status	PC Objected – SCDC Refused

Reference	DC/14/0315/FUL
Address	137 Kirton Road Trimley St Martin Suffolk IP11 0QL
Proposal	Garage and workshop side extension with attic store above
Status	Granted

Other:

- Suffolk Wide Housing Survey(IC) – Suggested that when the focus groups are set up, the PC volunteer to join one. Suggested we write to ask if we can be represented on the focus group. Planning group to make the input. All in favour. **ACTION:** Clerk to write (IC) to liaise with the name of the person to write to.
- Consultation on the operation of the National Planning Policy Framework <http://www.parliament.uk/planning-policy-framework> The Committee is conducting an inquiry into the operation of the National Planning Policy Framework (NPPF) in its first two years. The Committee wants to hear about the impact of the framework on planning for housing, town centres and energy infrastructure. Replies by the 8th May (online replies by following the link). IC read a draft which was discussed. It was felt that this was going over old ground regarding the LDF and SCDC and that the consultation was looking for less 'local' comments. Members opted to make their own responses rather than as a council. All but one member for this course of action on a show of hands.
- Community infrastructure levy and the statement of community involvement - letter giving you advance notice of two forthcoming public consultations (SCDC).

72/14 Street Lighting – report of any defective lights. None.

73/14 Highways and Footpaths – Actions from previous meetings all undertaken

- Items reported at last meeting dealt with by the Clerk
- CG will report 3 pot holes outside the meeting
- HR – re overgrowth alongside the A14 verges (HA)
- Twigs near the bus shelter

ACTION: Clerk to take the necessary actions.

74/14 To consider the exclusion of the public and press in the public interest for consideration of the following (if deemed necessary):

Personnel Issues - None
 Legal Issues - None

75/14 URGENT BUSINESS ARISING AFTER THE PREPARATION OF THIS AGENDA, WHICH THE CHAIRMAN AGREES TO TAKE AS URGENT. SUCH MATTERS WILL BE FOR NOTING OR DEFERRAL TO A FUTURE MEETING ONLY

76/14 Dates of any other meetings, or community events members or the Clerk may wish to draw to the attention of the members: None

77/14 Date of next Parish Council Meeting and Annual Meeting of the Parish Council – 7.30pm Tuesday 3 June 2014 at The Trimley St Martin Methodist Church Hall

There being no other business, the meeting closed at: 22:00 hrs

<p>Signed.....</p> <p>Dated.....</p>
